OCEAN CITY TRANSPORTATION DEPARTMENT RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. MBH

Division/Unit Agency **Town of Ocean City Public Works/Transportation** ITEM **DESCRIPTION** NO RETENTION 1 **Bus and Train Work Orders** Retain for 3 years and until all audit requirements have been filled, then destroy. Contains: Vehicle records, titles, repair work orders, fleet maintenance work orders, daily pre-trip inspections, State vehicle inspection reports. 2 Cashier sheets (copies) Retain for 3 years, then destroy. Contains: Daily cash deposit slips for trains and buses, daily cash summary sheets, deposit tickets copies. Record of daily bus passes sold Retain for 3 years and until all audit 3 Contains: Bus cashier sheets requirements have been fulfilled, then destroy. Personnel files and applications Retain until terminated, for 3 years, then Contains: employment applications, driving destroy. records, Federal drug testing reports, physical examinations of drivers. Payroll reports Retain for 3 years and until all audit Contains: Holiday/Vacation reports, sick leave requirements have been fulfilled, then destroy. reports, hours proof listing, hours register and pay register. Originals to payroll dept. 6 **Budget reports** Retain for 3 years, then destroy. Contains: Budget report copies for 1996-1997 7 Personnel files Retain for 3 years after termination, then Contains: Applications, personnel action forms, destroy. leave of absence request forms, performance appraisals. Originals sent to H/R. 8 **Applications** Retain for 1 year, then destroy. Contains: Employment applications, health history, driving records. 9 **Terminations (seasonal)** Retain for 3 years after termination, then Contains: personnel action forms, seasonal destroy. terminations and any termination report. SCHEDULE AUTHORIZED BY APPROVED BY DEPARTMENT, AGENCY, OR **DIVISION REPRESENTATION** STATE ARCHIVIST APR 1 1 2000 DATE DATE SIGNATURE (SIGNATURE Stward C. Japanfur for **TYPE NAME** Acting TRANSPORTATION Supt. TITLE

OCEAN CITY TRANSPORTATION DEPARTMENT RECORDS RETENTION AND DISPOSAL SCHEDULE

TITLE Acting TRANSportation Spt.

SCHEDULE NO. MB4 PAGE 2 OF 2

Agency Divis		ion/Unit		
Town of Ocean City		Publ	lic Works/Transportation	
ITEM		· ·		
NO	DESCRIPTION		RETENTION	
10	Miscellaneous files Contains: Accident reports, New Hires, Rec of Drug Policy, Training Affidavits, etc.	eipt	Retain for 3 years after termination, then destroy.	
11	Time Sheets Contains: Time keeping records by employed Originals sent to H/R.	ees.	Retain for 2 years, then destroy.	
12	Correspondence Contains: Copies of memos, etc.		Retain for3 years, then destroy.	
13	Transportation Reports Contains: Battery & tire, chemical, fuel, drug testing, bus ridership analysis, monthly activity, parking meter revenue, train reports, operating statistics, city auctions, vehicle titles, etc.		Screen annually. Destroy material having no further legal, administrative fiscal or operational value.	
14	Subject Files Contains: ADA Paratransit Plan, Grants, bus shelters, MTA material, correspondence, Handicap van, P.C. & software purchase, Bus engine bids.		Retain for 3 years and until all audit requirements have been fulfilled, then destroy.	
15	Purchase Orders Contains: Purchase Orders, service tickets, correspondence, statements. *Originals sent to Purchasing.		Retain for 3 years and until all audit requirements have been fulfilled, then destroy.	
16	City Department Files Contains: Correspondence, job order summarys, invoices, reference manuals.		Screen annually. Destroy material having no further legal, administrative fiscal or operational value.	
17	Applications for Charter Bus Permits Contains: Applications, payment receipt book, parking application, permits.		Retain for 3 years and until all audit requirements have been fulfilled, then destroy.	
			DULE AUTHORIZED BY E ARCHIVIST	
		DATE	APR 1 1 2000	
SIGNATURE Will Sul		0.01	TUBE Stwart C. Paperhie	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY			
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of			
1. DEPARTMENT/AGENCY	2. DIVISION PUBLIC WORK	3. UNIT			
OCEAN CITY	TRANSPORTATION	TRANSPORTATION			
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.			
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR			
BUS WORK Draders	S/JeePs/Train	1995 TO 1999			
6. RECORD SERIES DESCRIPTION (Briefly describe the types of		· · · · /			
CONTAINS: INVOICE	CONTAINS: INVOICES, Vehicle Record, Vehicle				
Title; MAJOR CON	nponents List.	- Vehicle 1941			
Work Order; FI	leet MAINTENAN	ce work vider			
DANY BUS PRE-T		: Venicle			
INSPECTION Report	(State)				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME			
∠ Letter Size □ Microfilm	Alphabetical	☐ File Drawer(s) ☐ Microfilm Ree! (s)			
□ Legal Size □ Computer Tape	Numerical	Computer Table (s) . Other (Specify)			
□ Bound Book □ Floppy Disk	· □. Chronologica!	Number C.F.			
☐ Audio Tape ☐ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)			
Other (Specify)	Other (Specify)	☐ Microfilm Reel (s).☐ Computer Tape(s)			
· ,	Vehiclest	Other (Specify)			
		Number			
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER				
d Daily □ Weekfy □ Monthly	Number	Month(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)				
65th Street	□ Yes	□ No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS				
□ Yes □ No	□ None □ State □ F	ederal C Independent			
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RI Retain for 3 years and until				
□ Yes □ No	all audit requireme been fulfilled, then	nts have			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMB.				

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY	
SCHEDULE (DOS 200-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page OI	
1. DEPARTMENT/AGENCY	2. DIVISION PUBLIC WOOKS	3. UNIT	
TCEAN City -	The further	TRANSPORTATION	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
Cashier Sheets	(copies)		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)	
DAILY CASH Deposi.	IS; TRAINS/BL	15/, DAILY CASh	
SUMMABY; Depo	SIT licket;		
	· ·		
	1		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)	
☐ Microfilm ☐ Mi	□ Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tabe (s)	
□ Legal Size □ Computer Tape	Numerical	Other (Specify)	
☐ Bound Book ☐ Floppy Disk	□ Chronological	Number	
☐ Audio Tape ☐ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)	
□ Other (Specify)	Other (Specify)	Microfilm Reel (s) Computer Tape(s)	
	Duto	Other (Specify)	
	UME	Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily U Weekly U Monthly		Month(s) □ Year(s)	
	Number		
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
10 Th Street	☐ Yes	· □ No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes □ No	□ Yes □ No □ None □ State □ Federal □ Independent		
 IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 	18. RECOMMENDED RETENTION RETZIN For 3 JEARS		
	18. RECOMMENDED RETENTION RETZIN For 3 JEARS		
□ Yes □ No	THEN DESIDIY.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page <u>3</u> Of <u>1</u> /
1. DEPARTMENT/AGENCY	2. DIVISION PUBLIC WORKS	3. UNIT
DCEAN City	TRANSPORTATION	TRANSPORTATION
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
Record of DANY BUS	Passes Sold	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
BUS CAShier Sh	eet;	·
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en e		
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	· ·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Orawer(s)
t Letter Size □ Microfilm	□ Alphabetieal	☐ Microfilm Reel (s) / ☐ Computer Tabe (s)
□ Legal Size □ Computer Tape	Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number C.F.
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)
	Drille	Computer Tape(s) Other (Specify)
	DATIO	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily		Month(s) □ Year(s)
	Number	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
65th STREET	□ Yes	. 5 No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal a Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED	
describe any hardware/software)	Retain for 3 years at	
□ Yes □ No	all audit requiremen been fulfilled, then	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUM	
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of		
4 DEDARTMENT/ACCNOV	DILLINGUL	2 11117		
1. DEPARTMENT/AGENCY	2. DIVISION FUELING WOLKS	3. UNIT		
ULTIN CITY	HANGOSTA VIN	IMMOSOCIATION		
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.		
4. RECORD SERIES TITLE ADDISCH	11005	5. EARLIEST YEAR / LATETEST YEAR		
Personnel Files	-SEASONAL	1997 to 1999		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series;		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/occuments/forms found in the Series. Include the purpose or function of the Series; EMPLOYMENT Application: DRIVING RECORD; FERRENDLD PROTEST BERONT: PHYSICAL				
EXAMINATION OF	Drivers			
	•			
7. 050000 050000 50000000				
7. RECORD SEBIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)		
Letter Size Microfilm	Alphabetical	□ Microfilm Reet (s) □ Computer Tabe (s)		
☐ Legal Size ☐ Computer Tape	□ Numerical	Other (Specify)		
□ Bound Book □ Floppy Disk	□ Chronologica!	Number Cr F		
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION		
Other (Specify)	Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)		
	NAME	Computer Tape(s) Other (Specify)		
	NAMIC	Office (Specify)		
		Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	·		
Daily Weekly Monthly	A Number	Month(s) Year(s)		
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)			
65th STEET	□ Yes	· □ No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
□ Yes □ No	□ None □ State □ F	ederal Independent		
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION	tain until		
□ Yes □ No	destroy,	us 3 year, then		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE		

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
1. DEPARTMENT/AGENCY	2 DIVISION PUBLIC WORKS	3. UNIT
OCEAN CITY	TRANSPORTATION	TRANSPORTATION
DEFINITION - Records Series - A group of related reco	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
PAYIEN REPORTS	(copies)	1997.199
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series:
Holiday/VACATION,	SICK LEAVE K	eports;
HOURS Prop LIST.	ing; Hours A	egister;
PAY Register;		
* Originals to PA	4/01)	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
□ Letter Size □ Microfilm	□ Alphabetical	File Drawer(s) Microfilm Reel (s)
Legal Size Computer Tape	Numerical	Computer Tabe (s) .
□ Bound Book □ Floppy Disk	□ Chronological	Number C.F.
Audio Tape Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)
14x11	0 0-1	☐ Computer Tabe(s) ☐ Other (Specify)
, , , , , , , , , , , , , , , , , , , ,	PAY PERIOT	Number
11. FILE IS JISED	12. FILE BECOMES INACTIVE AFTER	
Daily Weekly Monthly		Month(s) □ Year(s)
	Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(If yes, specify agency or office)
65th Street	a Yes	G No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal 🗅 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RI	
describe any hardware/software)	Retain for 3 years and until	
□ Yes □ No	all audit requireme been fulfilled, the	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMB	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of	
1. DEPARTMENT/AGENCY UCCHN City	2 DIVISION PUBLIC WORKS	3. UNIT IBMNSPORTATION	
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE BUdget REPORTS	5. EARLIEST YEAR / LATETEST YEAR		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Saries:	
Budget Reports	-1997-1996		
copies	`		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
□ Letter Size □ Microfilm	□ Alphabetical	er File Drawer(s) Microfilm Ree! (s) Computer Tabe (s)	
□ Legal Size □ Computer Tape	B Nu merical	Other (Specify)	
□ Bound Book □ Floppy Disk	□ Chronological	Number C.F.	
Audio Tape Other (Specify) A X 1	Geographical Other (Specify)	10. ANNUAL ACCUMULATION File Orawer (s) Microfilm Reel (s) Computer Tabe(s) Other (Specify)	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily U Weekly G Monthly	Number	Month(s) 🗆 Year(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) Pes No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes □ No	□ None □ State □ Federal □ Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) □ Yes □ No	18. RECOMMENDED RETENTION REFERENCES, HER SETTING		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	
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3 550-4 (Revised 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD PO. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of	
	D. Clinkows		
1. DEPARTMENT/AGENCY	2. DIVISION PUBLIC WARS	3. UNIT	
VCEAN CITY	HANDATATION	IBHAS PORTALION	
DEFINITION - Records Series - A group of related recor	ds normally fifed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
Personnel Files		10/999	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series:	
Applications; Pers		_	
Driver + Cerlifich	Hear Complina	ne;	
	e Leguest For	m; les formance	
APPTAISAL,			
* originals to h	t.R.		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size Microfilm	Alphabetical	File Drawer(s) Microfilm Reel (s)	
☐ Legal Size ☐ Computer Tape	□ Numerical	Computer Tabe (s)	
□ Bound Book □ Floppy Disk	□ Chronological	Number 3-F	
□ Audio Tape □ Video Tape		10. ANNUAL ACCUMULATION	
	☐ Geographical	□ File Drawer (s)	
□ Other (Specify)	□ Other (Specify)	☐ Microfilm Reel (s). ☐ Computer Tape(s)	
	NAME	□ Other (Specify)	
		· Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily G Weekly G Monthly	O	Month(s)	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)	
65th STreet	□ Yes	□ No	
:5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes □ No	□ None □ State □ Federal □ Independent		
i7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)			
□ Yes □ No	Intertermina,	Too, thendestroy	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

550-4 (Revised 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD	AGENCY RECORDS INVENTORY	
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page OfOf	
1. DEPARTMENT/AGENCY	2. DIVISION PUBLIC WOLKS	3. UNIT	
OcenVCITY "	HANGERRALDO "	IBANS PORTATION	
DEFINITION - Records Series - A group of related recor	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
Apploichtrons		101999	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series;	
CONTAINS: Employme	ent hyproptions	5; HEALTHISTORY;	
DRWING RECORD			
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·			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size Microfilm	Alphabetical	File Drawer(s) Microfilm Reel (s)	
☐ Legal Size ☐ Computer Tape	□ Numerical	Computer Table (s) . Cher (Specify)	
□ Bound Book □ Floppy Disk	□ . Chronological	Number C.F.	
☐ Audio Tape ☐ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)	
□ Other (Specify)	Other (Specify)	☐ Microfilm Ree! (s). ☐ Computer Tape(s)	
	John Degraphion	Other (Specify)	
	We a stripped	Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
☐ Daily ☐ Weekly ☐ Monthly			
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)	
65th Street	□ Yes □ No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes □ No	□ None □ State □ Federal □ Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)			
D Yes D No	INENDEDITOY,		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

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INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page Of	
1. DEPARTMENT/AGENCY WEAVELY	2 DIVISION PUBLIC WORKS	3. UNIT TRANSPORTATION	
DEFINITION - Records Series - A group of related record	rds normally files and used as a unit for reference as	well as retention and disposition purposes.	
RECORD SERIES TITLE TESTMINISTIQUES	(SEASONAL)	5. EARLIEST YEAR / LATETEST YEARTO IGG	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series;	
Personnel Action, Termination; Te	Phyrol Form- Erusuntronke,	SCASOWING.	
	•		
RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
Letter Size Microfilm	□ Alphabetical	☐ File Drawer(s) ☐ Microfilm Ree! (s)	
□ Legal Size □ Computer Tape	Numerical	Computer Table (s) Other (Specify)	
□ Bound Book □ Floppy Disk	Chronological	Number C. K.	
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION File Drawer (s)	
□ Other (Specify)	Other (Specify)	Microfilm Reet (s) Computer Tabe(s) Other (Specify)	
	DHE	Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily	Number	Month(s) Year(s)	
3. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	7 (If yes, specify agency or office)	
05HH STREET	□ Yes □ No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	gulation(s) 16. AUDIT REQUIREMENTS		
□ Yes □ No	□ None □ State □ Federal □ Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 18. Yes 19. No	18. RECOMMENDED RETENTION REFLIXOF FOR 3 YEARS After Termination, then destre		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

: 550-4 (Revised 1/93)

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PageOf
1. DEPARTMENT/AGENCY	2. DIVISION PUBLIC WORKS	3. UNIT
OCRAIL City	2. DIVISION PUBLIC WORKS	TRAZZONOTATA
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE	,	5. EARLIEST YEAR / LATETEST YEAR
MISC EMPloyee F.	TIES	1997 to 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/occuments/forms found in the Series. Include	the purpose or function of the Series:
CONTAINS: HOCKER	of heports-New	UMIRES,
RECEIPT OF DI	in folicy TAAI	MOG AGGICANTS;
6/21	A Company of the Comp	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME File Drawer(s)
Letter Size	Alphabetical	□ Microfilm Reel (s)
□ Legal Size □ Computer Tape	□ Numerical	Computer Tabe (s) . Other (Specify)
☐ Bound Book ☐ Floppy Disk	 Chronological 	Number C. F.
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
□ Other (Specify)	Other (Specify)	□ File Drawer (s) □ Microfilm Reer (s)
		☐ Computer Tabe(s) ☐ Other (Specify)
•	SUBJECT	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily D Weekly D Monthly		
	Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
15 H STEEL	□ Yes	. ם No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No □ None □ State □ Federal □ Independent		ederal Independent
i7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Reta	IN For 3 years
□ Yes □ No	18. RECOMMENDED RETENTION RETAINED. LESTYDY	tion, their
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
·		

550-4 (Revised 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page // Of //
1. DEPARTMENT/AGENCY DCEAN CITY	2. DIVISION PUBLIC WOLKS	BANS PONTATION
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE	,	5. EARLIEST YEAR / LATETEST YEAR
Time Sheets - Th	Iside Employment	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
TIME Keeping Reci	ord, by Employ	ee
	•	
•		·
	•	
* originals to fr	PY (D)	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size Microfilm	□ Alphabetical	File Drawer(s) Microfilm Reel (s)
□ Legal Size □ Computer Tape	Numerical	Computer Tape (3)
		15
□ Bound Book □ Floppy Disk	☐ Chronological	Number C,F
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)
Other (Specify)	Other (Specify)	□ Microfilm Reel (s) □ Computer Tape(s)
	N/ 1/	Other (Specify)
	Month	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
. /		
Daily U Weekly G Monthly	Number	Month(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
65 H Steel	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ F	ederal Independent
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Refa	in For 2 years
□ Yes □ No	then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
		·

3 550-4 (Revised 1/93)

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. 80X 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 12 Of 17	
1. DEPARTMENT/AGENCY	2. DIVISION PUBLIC WORKS	3. UNIT	
OCEAN CITY	TRANSPORTATION	TRANSPORTATION	
DEFINITION - Records Series - A group of related record	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
Correspondence	2		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	- II	
copies of Memo	5; Correspond	exe;	
·			
•	•		
	•		
• .			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME	
	6. RECORD SERIES SEQUENCE	File Drawer(s)	
Letter Size	Alphabetical	☐ Microfilm Ree! (s) ☐ Computer Tabe (s)	
□ Legal Size □ Computer Tape	Numerical	1/2 Dither (Specify)	
□ Bound Book □ Floppy Disk	□ Chronological	Number C-F.	
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION	
□ Other (Specify)	Other (Specify)	□ File Drawer (s) □ Microfilm Reel (s)	
		□ Computer Tape(s) □ Other (Specify)	
	DATE		
		Number	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
Daily U Weekfy			
:3. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)		
65 HH SHEET	☐ Yes ☐ No		
be in Speci	U Tes	u No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes □ No	□ None □ State □ Federal □ Independent		
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION RELAIN For 3 YEARS		
□ Yes □ No	then destroy.		
3. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page 13 Of 17
1. DEPARTMENT/AGENCY OCHAN CITY	2. DIVISION PUBLIC WORKS	1892SPORTATION
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
1. RECORD SERIES TITLE IRANSPORTATION BE	00rT3	5. EARLIEST YEAR / LATETEST YEAR 1991 TO 1999
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
Drug testing; Bu	Tire; Chemicials 13 Bistership AND	Firel; glysis; ter Revenues;
TRAIN REPORTS: "E AUCTIONS; VEHIC	perating star. Jetitles; etc.	TSTICS; City
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Es Letter Size Microfilm	Alphabetical	File Drawer(s) Microfilm Ree! (s)
□ Legal Size □ Computer Tape	Numerical	Computer Tabe (s) Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number C.F.
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	Other (Specify)	☐ File Drawer (s) ☐ Microfilm Reel (s). ☐ Computer Tape(s)
·	Subvect	Other (Specify) Number
:1. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily		
3. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)	
as the street	□ Yes □ No	
5. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes □ No	□ None □ State □ Federal □ Independent	
7. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTIC Destroy material having no further legal, administrative fiscal or operational value.	
3. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	ина уаце.
l <u></u>	·	·

550-4 (Revised 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page
1. DEPARTMENTIAGENCY DCCAN CITY	2. DIVISION PUBLIC WORKS	3. UNIT
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE SUBJECT FILES		5. EARLIEST YEAR / LATETEST YEAR 1993 to 1999
CONTENNS: ADA PAR Shetters-MTAN	noterial corn	the purpose or function of the Series! FRANTS - BNS ESPERALENCE - PARCHES
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size Microfilm	Alphabetical	Pile Drawer(s) Microfilm Reel (s)
□ Legal Size □ Computer Tape	. Numerical	Computer Tabe (s) Other (Specify)
☐ Bound Book ☐ Floppy Disk	□ . Chronologica!	Number C.F
☐ Audio Tape ☐ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	Other (Specify)	☐ File Drawer (s) ☐ Microfilm Reel (s) ☐ Computer Tape(s)
		Other (Specify)Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Daily		
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office)
65 th Street	□ Yes	□ No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes <u> </u>	□ None □ State □ Federal □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 18. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 19. No	18. RECOMMENDED RETENTION USE RECORDS RETEN	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page		
1. DEPARTMENT/AGENCY DEPARTMENT/AGENCY OCHAN CITY	2. DIVISION WHICHOPKS	3. UNIT TRANSPORTATION		
DEFINITION - Records Series - A group of related reco	ds normally filed and used as a unit for reference as	well as retention and disposition purposes.		
4. RECORD SERIES TITLE PUTCHASE DILETS		5. EARLIEST YEAR / LATETEST YEAR		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series Include the purpose or function of the Series) CONTRIBUTES PURCHASE DISLEYS; SETTICETICKETS; CONTRIBUTES PORTLEMENT; STATEMENTS;				
* originals To Pu	rchasing			
7. RECORD SERIES FORMAT(S) Letter Size Microfilm Legal Size Computer Tape	8. RECORD SERIES SEQUENCE Alphabetical Numerical	9. VOLUME Dile Drawer(s) Microfilm Reet (s) Computer Tape (s) Other (Specify)		
□ Bound Book □ Floppy Disk	□ Chronological	Number C.F.		
□ Audio Tape □ Video Tape □ Other (Specify)	Geographical Other (Specify)	10. ANNUAL ACCUMULATION ☐ File Drawer (s) ☐ Microfilm Reel (s) ☐ Computer Tabe(s) ☐ Other (Specify)		
11. FILE IS USED Daily	12. FILE BECOMES INACTIVE AFTER Number	Month(s) C Year(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) 65 744 547667	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (If yes, specify agency or office) ☐ No		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) ———————————————————————————————————	16. AUDIT REQUIREMENTS □ None □ State □ F	ederal 🗆 Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) □ Yes □ No	18. RECOMMENDED RETE Retain for 3 years and until all audit requirements have been fulfilled, then destroy.			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	£1. •		

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PageOf		
1. DEPARTMENT/AGENCY	2. DIVISION PUBLIC WORKS	3. UNIT		
OCEAN CITY	PANODORTATION	TBAND PORTATION		
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.		
4. RECORD SERIES TITLE Application for a	Charter Bustamin	5. EARLIEST YEAR / LATETEST YEAR TO 1999		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series Include	the curpose or function of the Series)		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series: CONTAINS: Application; Payment Receipt; PARKING Application; Permit;				
THE PRINCES	1102) (es 1111)			
-				
	•			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
Letter Size Microfilm		File Drawer(s) Microfilm Reet (s)		
□ Legal Size □ Computer Tape	□ Numerical	Computer Table (s) Other (Specify)		
		120		
☐ Bound Book ☐ Floppy Disk	☐ Chronological	Number CJ+		
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION □ File Drawer (s)		
Other (Specify)	C Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)		
		Other (Specify)		
		Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
Daily Ueekly Donthly				
	Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)			
65 th Street	□ Yes			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS			
□ Yes □ No	□ None □ State □ F	ederal 🗆 Independent		
IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION			
□ Yes □ No	Retain for 3 years and until all audit requirements have been			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMB	oy		

3 550-4 (Revised 1/93)